

**FISCAL DIRECTIVE NO. 6
ATTACHMENT B**

PURCHASING PROCESS GENERAL GUIDELINES

GOODS & NON-PROFESSIONAL SERVICES CONTRACTS		
(Guidelines in accordance with NRS 332)		
\$0.00 - \$5,000.00		Informal Bid – 1 Quote Required
\$5,001 - \$10,000		Informal Bid – Minimum 2 Written Quotes Required (1 must be from a disadvantaged business)
\$10,000.01 - \$50,000.00		Informal Bid – Minimum 3 Written Quotes Required (1 must be from disadvantaged businesses)
\$50,000.01 +		Formal Competitive Bid Process (Requires a formal bid document and advertising) Bid awards up to \$500,000 may be authorized by Purchasing and Contracts Bid awards greater than \$500,000 must be authorized by the BCC (Contact Purchasing and Contracts for further instructions)

CONSTRUCTION CONTRACTS		
(Guidelines in accordance with NRS 338)		
\$0.00 - \$25,000.00		Informal Bid – Minimum 2 Written Quotes Required (1 must be from a disadvantaged business) and from properly licensed contractors
\$25,000.01 - \$100,000.00		Informal Bid - 4 Written Quotes Required (2 must be from disadvantaged businesses) and from properly licensed contractors
NOTE: Stamped drawings and specifications are required for projects exceeding \$35,000 (NRS 625).		
\$100,000.01 +		Formal Competitive Bid Process (Requires a formal bid document and advertising) NOTE: Any project exceeding \$100,000 require bonds (NRS 339). Bid awards up to \$1,000,000 may be authorized by Purchasing and Contracts Bid awards greater than \$1,000,000 must be authorized by the BCC (Contact Purchasing and Contracts for further instructions)

PROFESSIONAL SERVICES		
(Fall under NRS 332 – CLARK COUNTY GUIDELINES)		
\$0.00 - \$25,000.00		Informal Quote – 1 Written Quote Required
\$25,000.01 - \$50,000.00		Informal Quotes – Minimum 3 Written Quotes Required (1 must be from a disadvantaged business)
\$50,000.01 +		Formal Request for Proposal (RFP)

INFORMATION TECHNOLOGY

(Fall under NRS 332 – CLARK COUNTY GUIDELINES)

\$0.00	-	\$25,000.00	Informal Quote – 1 Written Quote Required
\$25,000.01	-	\$250,000.00	Informal Quote – Minimum 2 Written Quotes Required (1 must be from a disadvantaged business)
\$250,000.01	+		Informal Quote – Formal Request for Proposal

COMMON EXCEPTIONS TO THE COMPETITIVE BIDDING PROCESS

(Guidelines in accordance with NRS 332)

Exemptions from the Competitive Bidding process include but are not limited to the following:

- ◆ Professional Services*
- ◆ Computer Hardware/Software
- ◆ Sole/Single Source Purchases
- ◆ Perishable Goods
- ◆ Insurance
- ◆ Books & Subscriptions
- ◆ Emergency Contracts
- ◆ Goods and Services purchased from organizations or agencies whose primary purpose is the training and employment of handicapped persons
- ◆ Personal Safety Equipment used by Police and Fire Departments in responding to emergencies

*See Section III.B.5

(Contact Purchasing and Contracts to accurately determine if purchases fit the criteria of an exemption as defined by NRS)

The Board of County Commissioners must approve the following actions:

- All professional service contracts valued over \$50,000
- All Interlocal contracts valued over \$25,000
- Award of a Construction contract valued over \$1,000,000
- Award of goods or non-professional service Bid, Joinder/Utilization, and CBE Contracts valued over \$500,000